

Child Care Facilities Revolving Fund

Documents Required for Project Approval and Release of Funds

The Initial Fund Release (60% of funds requested excluding contingency allowance and snowload allowance) will be made after your project has been approved by CDE. Project approval is based on the documents below.

- All documents should be sent to CDE's School Facilities Planning Division with the exception of the CCFRF Lease Agreement, which should be sent to the CDE's Contracts Office.
- You must submit all five documents for each project.

Document Submittal Information		
Documents to Submit	Number of Copies	Send To
<p>1. Architect's Cost Estimate: The architect's current estimate of what the project will cost (see Attachment B form).</p> <p>2. Certification of Repayment and Use of Funds: Certifications of repayment of CCFRF Program advanced funds and use of funds to purchase relocatable building (see Attachment C form).</p> <p>3. Certification of Site Ownership: A letter from the applicant agency certifying that the applicant agency owns the property where the relocatable building will be placed (see Attachment D sample letter).</p> <p style="text-align: center;">- OR -</p> <p>Copy of a Ten Year Ground Lease: A copy of a ten year ground lease or other long-term agreement between the applicant agency and the property owner, which gives the applicant agency the right to occupy and use the property for a term of not less than ten years.</p> <p>4. Approval of Relocatable Building Plans: "Approval of Plans" letter from the Division of the State Architect or local building department regarding structural safety. Note: Plan review must include approval of the proposed foundation, as well as the building (see Attachment E sample letter).</p>	<p>* Submit one copy of each document</p> <p>* Keep the originals for your records</p>	<p>Gayle Eggleston School Facilities Planning Division California Department of Education 660 J Street, Suite 350 Sacramento, CA 95814</p>
<p>5. CCFRF Contract and Lease Agreement: The CCFRF Contract and Lease Agreement signed by the applicant. The Lease Agreement will be sent to you by the CDE Contracts Office under separate cover.</p>	<p>* Submit the original and one copy</p> <p>* The CDE Contracts Office will mail you a signed copy</p>	<p>Donna Salaj Contracts Office California Department of Education P.O. Box 944272 Sacramento, CA 94244-2720</p>